# Oswestry Talking Newspaper
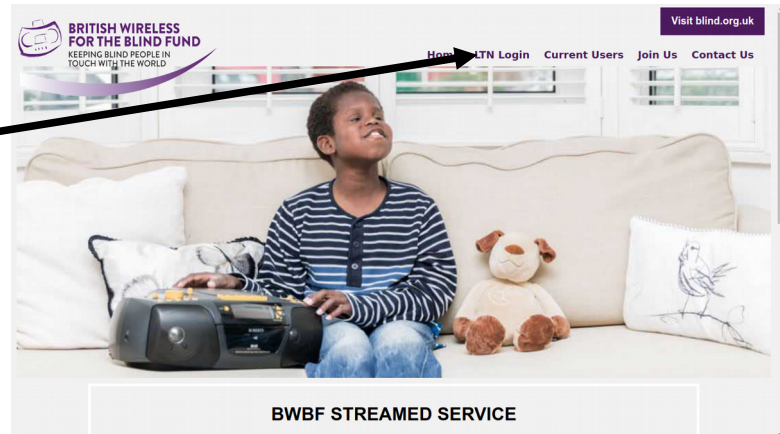
**Process to Upload the weeks recording to the Briitish Wireless for the Blind Fund web site.**

<u>NOT TO BE DONE IN THE STUDIO - THE LAPTOP IS KEPT ISOLATED FROM THE INTERNET</u>

1.
This is the site   https://www.bwbf.org.uk/

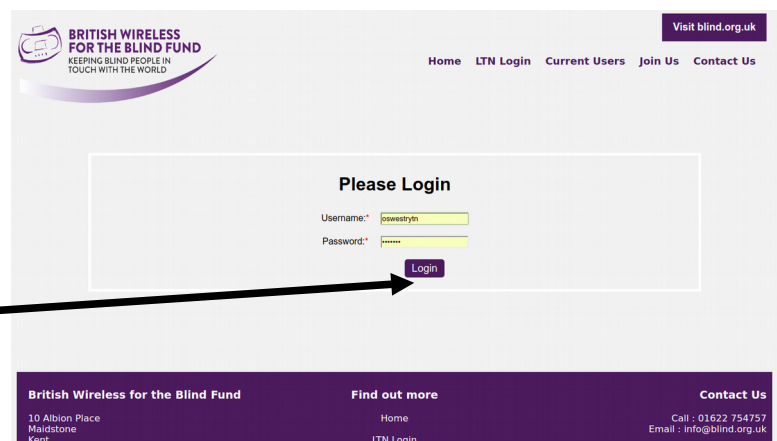Select the "LTN Login" (Local Talking Newspaper) button



2.
Which brings up this page:-

Our username is  oswestrytn

Our password is

Then click Login



3.
You now have access to our area on BWBF. - (Explanatory of screen only, see next picture)
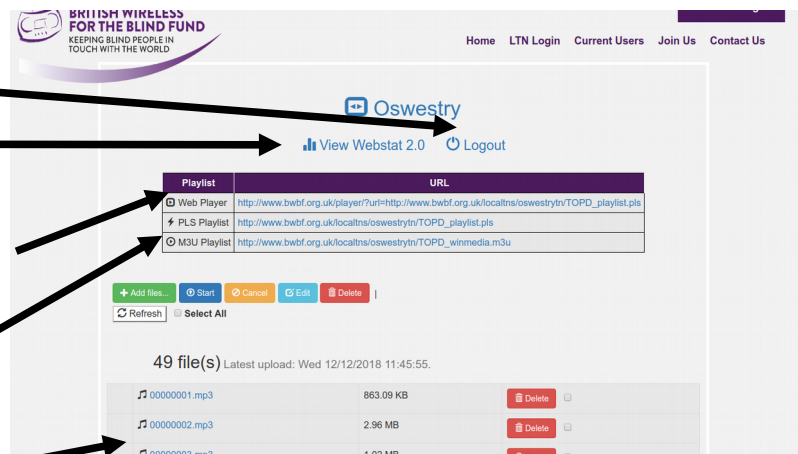
Where to logout

This gives you access to our stats.

The first URL gives the BWBF address for our home player.

Addresses for other available downloads (Carefull the whole edition downloads if clicked)
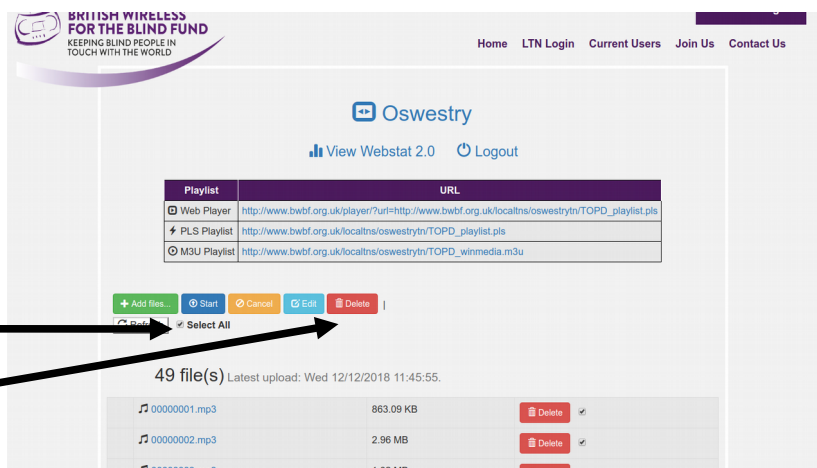
Our files in numerical order

4.
Also on this page are the buttons for Deleting and Re-loading the .mp3 files of our paper.



a)  Click to tick the small "Select all" box below the main buttons. This marks all existing files for deletion (down the right had side alongside each file.

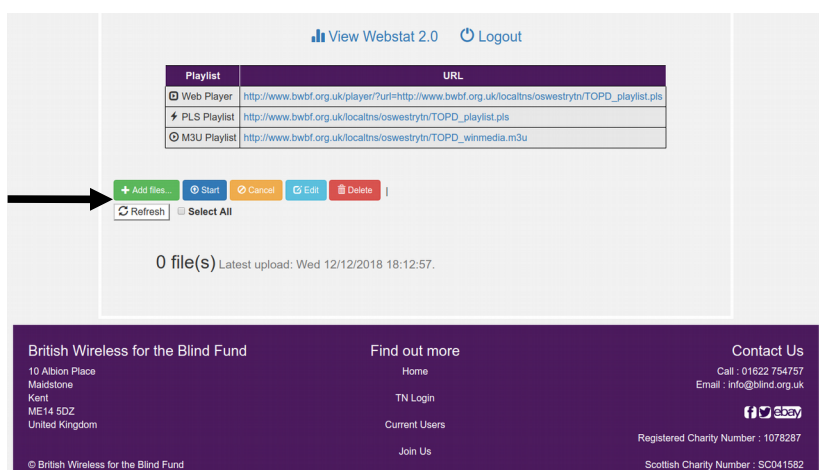b)   Click the  "Delete" button. This removes all the files and leaves the screen empty for re-loading.

5.
An empty list ready for new files to be uploaded

c)Insert a current memory stick from your recording ready to upload.
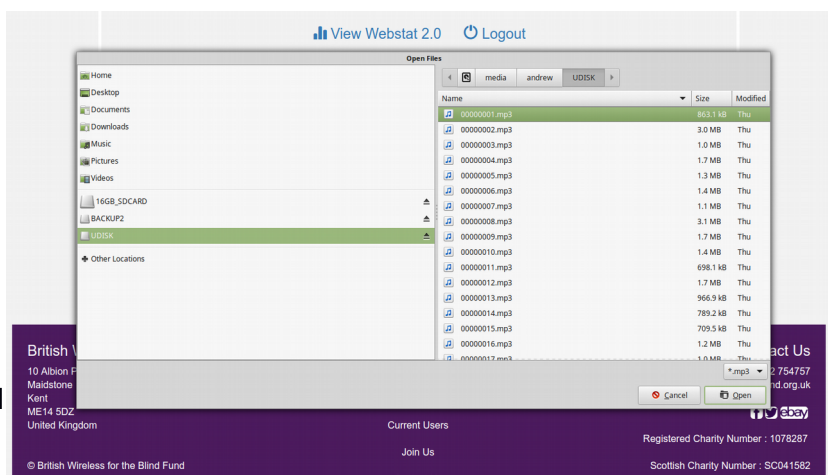


d)  Click on "+Add files..." button

6.

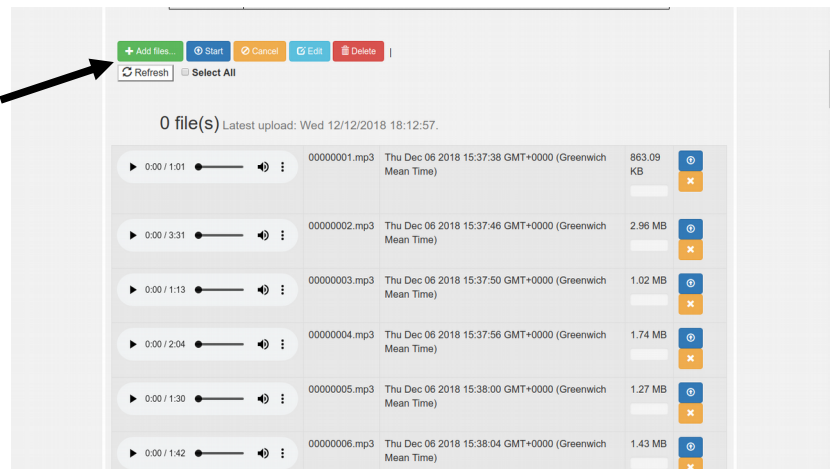This opens up your file system.

e)  Navigate through your filing system to the recently added memory stick and, by clicking on the first file, scrolling down to the last file, and clicking while holding the shift key down select ALL the .mp3 files. (the .eng file is not shown or needed)

f)  Click the "Open" button and a LIST of all the files appear on the screen. (next pic.)

**7.**
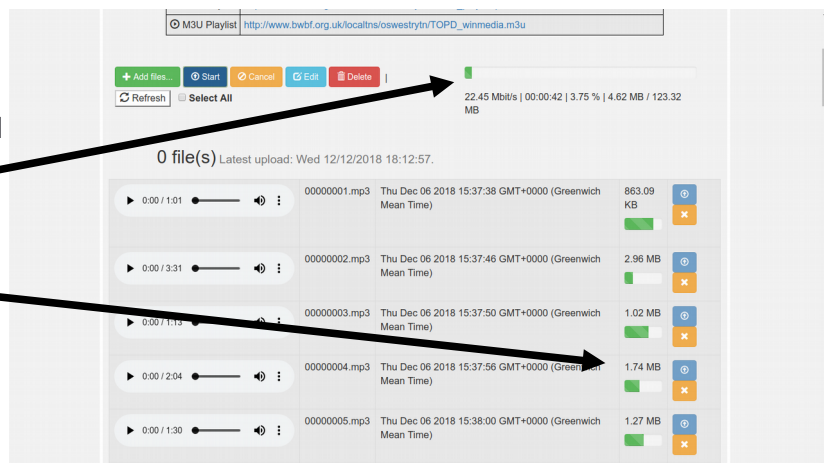These are the files ready to be uploaded.



g)  Click on "Start" button
The web site now starts to fill the files from your memory stick in random order – see below
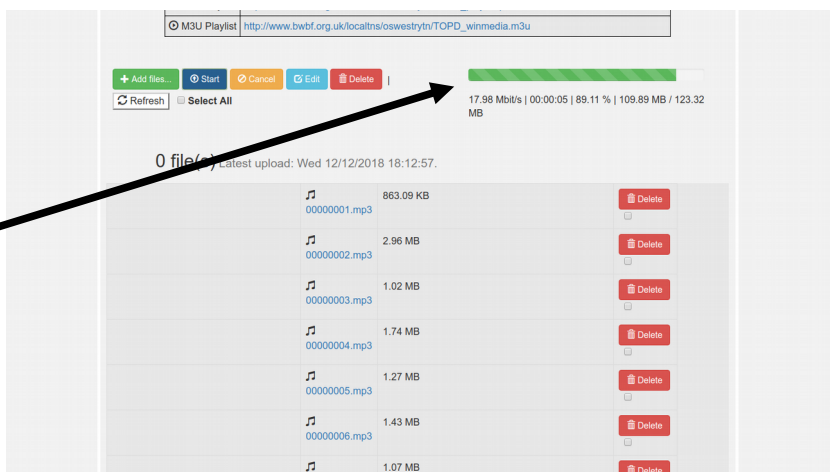
**8.**
Loading.



h)  The files are uploaded and progress is monitored by the bar and the information box.

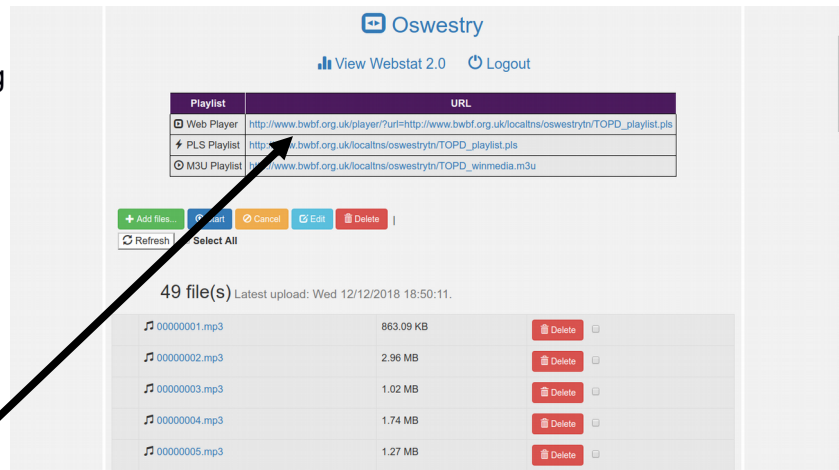Also the progress of each individual file is monitored.

**9.**



Nearing completion with the early files finished and just a few left to go

9.

i) When finished the resulting screen is virtually the same as when started but with different files of course.
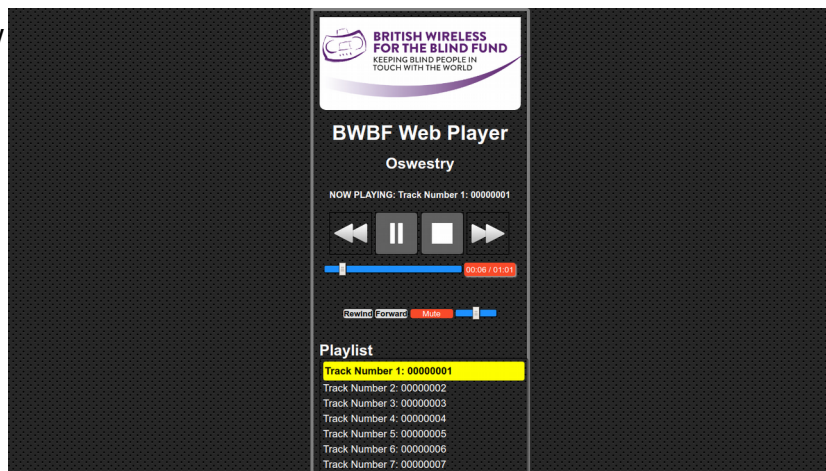


10. All that is left to do is check that it has worked by clicking on the first URL marked "Web Player"

http://www.bwbf.org.uk/player/?url=http://www.bwbf.org.uk/localtns/oswestrytn/TOPD_playlist.pls

(Incidentally you can access the above URL from your browser to gain access to OTN.

This should open up a new Tab and results in the Web Player being displayed on the screen and starting automatically.



11.
- **Don't forget to close down the Web Player (close the Tab)**
- **This should return you to the BWBF screen where you need to LOGOUT.**